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ARMY REGULATION
No. 70-11

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 8 October 1965

RESEARCH AND DEVELOPMENT

DEFENSE DOCUMENTATION CENTER FOR SCIENTIFIC AND
TECHNICAL INFORMATION (DDC)

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1. Purpose. This regulation establishes policy, assigns responsibilities, and prescribes procedures for Department of the Army support and use of the facilities of the Defense Documentation Center for Scientific and Technical Information (DDC).

2. Definitions. As used in this regulation, the following definitions apply:

a. Policy direction. Professional or specialized direction exercised through the approval or promulgation of program objectives and basic policy.

b. Operational control. The exercise of executive authority and responsibility for the performance of mission tasks assigned, including the responsibility for assuring appropriate coordination and application of technical guidance.

c. Document. Any recorded information or data regardless of its physical form or characteristics including, but not limited to, the following:

- (1) Written or printed material (whether handwritten, printed, or typed).
- (2) Data processing cards or tapes.
- (3) Maps, charts, photographs, negatives, moving or still films, or film strips.
- (4) Paintings, drawings, engravings, or sketches.
- (5) Sound or voice recordings.
- (6) Reproductions of the foregoing by any means or process.

d. Technical document. Any document, as described above, that contains technical information or technical data.

e. Technical report. Any document written for the permanent record to document results obtained from, and recommendations made on, scientific

and technical activities relating to a single project, task area, work unit, contract or grant, or relating to a small group of closely related efforts.

f. Sponsoring Department of the Army activity. Any Department of the Army activity or office (e.g., project office or system program office) that is directly responsible for initiating or supervising an Army RDTE program whether performed in-house or by contract, grant, or study agreement.

g. Contractor. An individual or organization outside the U.S. Government that has accepted any type of agreement or order for providing research, supplies, or services to a Department of the Army agency. The term specifically includes both prime contractors and subcontractors.

h. DoD potential contractor. An individual or organization outside DoD declared eligible for documentation services by a sponsoring Department of the Army activity that participates in any program to maintain an industrial research and development capability or to keep industry informed of Department of the Army research and development requirements (e.g., the U.S. Army Qualitative Development Requirement Information).

i. Grantee. An organization outside the U.S. Government to which grant funds have been awarded by a sponsoring U.S. Government activity.

j. Users of DDC. U.S. Government agencies, their contractors and grantees, including DoD potential contractors, who have been established for DDC services as provided for in paragraph 6.

*This regulation supersedes DA letter, AGAM-P(M) (17 Jul 63) CRD, 31 July 1963, subject: Transfer of Secondary Distribution of Documents Function to Defense Documentation Center (DDC) for Scientific and Technical Information.

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On file OSD release instructions apply.

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k. Primary distribution. The initial distribution of technical documents to a distribution list of recipients under the auspices of the sponsoring Department of the Army activity although the act may be performed by a contractor, grantee, publisher, or other agent designated by the sponsoring Department of the Army activity. It does not include movement of reports within an activity or movement between contractor and sponsoring Department of the Army activity.

l. Secondary distribution. Any distribution including loan or disclosure of a technical report subsequent to the primary distribution, usually as the result of a request.

3. Applicability and scope. This regulation—

a. Applies to all organizational elements of the Department of the Army, their contractors, potential contractors, and grantees.

b. Covers all RDTE technical reports (as defined herein), except those categorized as follows:

- (1) Top Secret.
- (2) Cryptographic and Communications Security.
- (3) Communications and Electronic Intelligence, and such other categories of similar nature as may be designated by the Director, Defense Intelligence Agency (DDIA).
- (4) Registered documents or publications.
- (5) Administrative papers, memoranda, and reports, and contract or grant proposals and orders.
- (6) Information furnished the United States by foreign governments when its dissemination is forbidden by the foreign government.
- (7) Interim and status reports containing unevaluated information or data internal in nature that the responsible organization may or may not distribute to a restricted list, either internal or external. Upon evaluation, the pertinent information or data will be incorporated into a releasable technical report for dissemination.

4. Objectives. The objectives of Department of the Army components will be to cooperate with DDC to the maximum extent possible. The objective of DDC is to provide timely, effective and efficient bibliographic processing, announcement, and secondary distribution of technical reports and

documents up to the limits of its capacity and within the limits permitted by security and other recognized controlling statements. The operation of DDC is designed and conducted to attain the following objectives in documentation services:

a. Active and continuing acquisition of all technical reports except those categorized in paragraph 3b, including documents from outside DoD, domestic or foreign, when they are considered pertinent to RDTE efforts of DoD and not made readily available to these efforts through other sources.

b. Prompt and well-indexed announcements of newly acquired technical reports.

c. Timely response to requests for technical reports and other documentation services.

d. Reconciliation of information acquisition, storage, announcement, reproduction, and distribution methods with DoD security policies, standards, criteria, and procedures.

e. Rapid notification of availability of technical reports to Information Analysis Centers.

f. Increased effectiveness of information flow with other U.S. Government agencies through co-operatively developed standards and improved methods for report dissemination.

g. High standards for the processing and distributing technical reports.

h. Progressive improvements in document processing and related services through continuing analysis of advanced techniques and equipment.

i. Coordination of techniques with both domestic and foreign documentation and information analysis centers.

5. Responsibilities. *a.* The DDC, under the overall policy direction of the Director of Defense Research and Engineering and the operational direction and control of the Director, Defense Supply Agency, provides a central service within the Department of Defense for the efficient interchange of scientific and technical information consistent with effective security in order to promote progress and economy in research and development and to prevent unnecessary duplication of such services. The Director of Technical Information ODDR&E will serve as the contact point for carrying out this policy.

b. The DDC acquires, stores, announces, retrieves, and provides secondary distribution of documents directly to users and is responsible for the following related functions:

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- (1) Preparing reports and abstract listings upon request.
 - (2) Providing service to users, upon request, for distributing its holdings and acquisitions and for providing bibliographic data, reference service, abstracts, and index terms related thereto.
 - (3) Testing, evaluating, and applying developed techniques and equipment that have a potential application to improve documentation services.
 - (4) Maintaining and improving a working DoD vocabulary of terms, working toward vocabulary compatibility with other like activities, for use in the processing of technical reports throughout the DoD RDTE effort.
 - (5) Announcing the existence and public availability of DoD generated technical papers published in professional journals. Copies of those appearing in domestic journals are not disseminated.
- c. Each Department of the Army component performing RDTE functions will cooperate with DDC to the maximum extent possible and will—
- (1) Arrange for an orderly, selective transfer to DDC of any secondary document distribution functions that it performs or supports, except as provided in *d* below.
 - (2) Insure efficient primary distribution of technical reports generated by activities under its control, including contractors and grantees.
 - (3) Establish and enforce internal and contractual procedures to require that a minimum of 20 legible copies of each technical report are transmitted direct to DDC concurrent with primary distribution. See AR 70-31 for instructions controlling preparation of technical reports.
 - (4) Arrange by mutual agreement that whenever RDTE is sponsored jointly by two or more DoD components, one sponsor will be responsible for establishing and controlling the security classification and distribution statements on resulting reports.
 - (5) Insure that DDC is promptly informed, after primary distribution, of any subsequent changes in distribution statements or security classification other than changes resulting from automatic schedules. See AR 70-31.
- (6) Notify DDC promptly of contracts, grants, or other actions that will require or affect the DDC service and furnish necessary certification for establishing such service. Certification will be made on appropriately established forms and in accord with instruction kits available from DDC.
- d. Subsequent to primary distribution, additional copies of locally generated reports or documents will be provided by the local library or local information activity, or both, to local organizational elements or individuals upon properly supported request for in-house use. This local service will be in addition to secondary document distribution service supplied by DDC.
- e. When requested documents are not available at DDC, the originating agency will supply the requestor with a copy of the requested documents as an interim service. Concurrently a copy will be forwarded to DDC, in order that it may supply its normal service.
- f. In certain instances a Department of the Army component may be authorized to withhold special subject technical documents from DDC. In such cases the holding organizational element will perform DoD-wide secondary documentation services for the special holding.
- g. The Chief of Research and Development, Department of the Army, is responsible for Department of the Army policy with regard to the DDC activities in the area of scientific and technical information. All activities relevant to the DDC, except those which pertain to day-to-day operations, e.g., document services, will be referred to the Chief of Research and Development, ATTN: CRD/P, by Department of the Army components.
- 6. Conditions of DDC service.** Within established security policies and within the terms of any limitations imposed by authorized distribution statements (AR 70-31) on technical documents, DDC provides its services to and for the U.S. Government as follows:
- a. *Unclassified services.* To all U.S. Government agencies (executive, legislative, and judicial branches), and their contractors and grantees, in-

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cluding potential contractors, upon submission of satisfactory evidence to DDC of such affiliation.

b. Classified services.

- (1) To all departments and agencies of the executive branch of the U.S. Government.
- (2) To contractors and grantees, including DoD potential contractors, of departments and agencies of the executive branch, whose sponsoring activities have provided DDC with satisfactory certification of clearances and the need-to-know for the classified documentation requested.
- (3) To U.S. Government agencies other than the executive branch, their contractors and grantees, upon separate approval and in accordance with terms provided by the Director of Technical Information, ODDR&E. Certification of security clearances and connections with which classified documentation is needed should be provided, in these instances, to the Director of Technical Information, ODDR&E.

c. Foreign services. To contractors of the Department of the Army located in foreign countries; however, requests for and transmittals of classified technical reports will be made only through the appropriate DoD foreign release offices under established release procedures.

[CRD]

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for Research and Development.
Active Army: C. NG: D. USAR: None.

d. Internationally sponsored research centers. Direct DDC services to these centers and activities may be made only upon approval and in accordance with terms provided by the Director of Defense Research and Engineering.

7. Distribution statements and special handling. *a.* Army Regulation 70-31 provides for use of distribution statements (exclusive of security requirements). Secondary distribution by DDC will be in accordance with these statements.

b. Technical reports marked for special access handling are excluded from routine provisions for distribution statements. Such documents may be supplied DDC, if not excluded by paragraph 3b, but their processing, announcement, and all distribution will be controlled by separate and special arrangements made between DDC and the controlling Department of the Army office acting under authority provided by applicable Army regulations.

c. Effective 1 July 1966, except for reports marked for special access, the DDC will recognize only those distribution statements authorized in AR 70-31. Reports containing unofficial distribution statements (or no statements) and bearing a publication date later than 1 July 1966, will be called to the attention of the controlling Department of the Army office for clarification of the marking prior to acceptance in the DDC collection.

HAROLD K. JOHNSON,
General, United States Army,
Chief of Staff.